

**SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD**  
**MEETING MINUTES**  
**Civic Center Library Board Room**  
**October 19, 2005**

**Members Present:** Nancy Walker, Secretary  
David Berry  
Denise Dowers  
Judith Lewis  
Karen Quinn  
Camille Schmidt

**Members Absent:** Linda Tardie, Vice Chair

**Others Present:** Rita Hamilton, Library Director  
Mary Johnson, Library Operations Manager  
Kathy Coster, Manager for Innovation  
Sharyn Pennington, Library Operations Coordinator  
Mary Warner, Administrative Secretary (Minutes)

**CALL TO ORDER**

Mrs. Walker called the meeting to order at 3:30 p.m.

**INTRODUCTION OF NEW BOARD MEMBERS**

Ms. Hamilton introduced the two new Board members, Denise (Dee) Dowers and Karen Quinn.

**APPROVAL OF MINUTES**

Mrs. Walker asked for a motion to approve the minutes of the September 21, 2005 meeting. Ms. Schmidt so moved; Mr. Berry seconded, and the motion passed.

**LIBRARY STAFF REPORTS OF CURRENT EVENTS (A.R.S. 38-431.02 (K))**

*Statistical Report – Rita Hamilton*

**Monthly Statistical Review**

	<u>September 2004</u>	<u>September 2005</u>	<u>% Change</u>
Items Circulated	184,439	181,119	-1.8 %
Attendance	128,957	121,301	-6%
	<u>Jul-Sep 2004</u>	<u>Jul-Sep 2005</u>	
YTD Circulation	541,073	567,154	+4.8 %
YTD Attendance	363,452	330,795	-9%

The Gift & Memorial Trust Account received \$25 for the month; expenses were \$125.54. In the Library Book Sale Special Revenue Account, September income from sales was \$12,109.00 and expenditures were \$2,169.99.

In September 2005, volunteers donated 2,938 hours to the Library. In July-September, 2005, 105,822 customers used the library's public computers.

*Library Director's Report – Rita Hamilton*

Ms. Hamilton updated Board on the Mustang parking lot issue. She explained that with the number of customers using the library and participating in its scheduled programs, plus the many who attend public events scheduled in the Mustang auditorium, the 158 parking spaces in the Mustang lot are insufficient for the demand. Employees from the nearby hospital who park in the Mustang lot compound the problem by using space intended for library customers. She explained that the custom fence planned for installation along the property line between Mustang and the hospital is expected to alleviate the problem to some extent, but it will not be ready for installation until early next year. The Library is consulting with the Police Department for solutions to the overcrowded parking situation. The Library has a capital improvement project budgeted to add 50 more spaces to the lot by relocating the drive-up book drops to the side of the building and rearranging the current parking pattern for maximum usage.

Ms. Hamilton said that the Civic Center Teen Learning Center construction is well underway. She explained the status of various phases of the project, answered questions, and said the Grand Opening is now anticipated to be in January.

Ms. Hamilton reported that the new Arabian Library design process has been completed and will go out to bid for a contract in two weeks. It is anticipated to award a contract by the end of December, and open in Spring, 2007.

Ms. Hamilton said the City is in the process of finalizing the budget. The Library is putting together operating budget requests and capital budget requests, and the priority will be adequate funding to open the Arabian branch with longer hours and a larger collection.

Ms. Hamilton announced that Craig Miller, Friends of the Library Board member and capital campaign chairman for the Civic Center Teen Learning Center project, will be receiving the Frank Hodges Alumni Achievement Award in December in recognition for all his work in the community and for the library.

*Customer Feedback "How'd We Do?" Report – Rita Hamilton*

Ms. Hamilton briefly reviewed the September customer comment report and answered questions from the Board members.

*Library Services Highlight – Teen Learning Center – Rita Hamilton*

Ms. Hamilton explained that the library uses a PowerPoint presentation in the process of fundraising for the Teen Learning Center. It graphically presents to prospective donors the facts surrounding the need for a teen space, the teens' involvement in the planning process, and the finances for the project. Ms. Hamilton showed the PowerPoint presentation to the Board and answered questions.

**ITEMS REQUIRING BOARD ACTION**

***Expenditures***

**October 2005**

Teen Volunteer Program - annual	\$	1,800
User testing/training incentives	\$	1,000
Readers' Advisory Staff Trainer incentives	\$	125
Books for Adopt-a-Family Program	\$	1,000
Mustang - Backstops	\$	1,200
Mustang - Sound system for Storytime Room	\$	<u>3,000</u>

**Total**      \$      8,125

After explanation of the expenses by Ms. Hamilton and discussion by the Board, Mrs. Walker asked for a motion to approve the October 2005 proposed expenditures. Mr. Berry so moved; Mrs. Lewis seconded. No vote was taken.

***Fines & Fees Policy (revised) – Rita Hamilton***

Ms. Hamilton explained that the Fines & Fees policy statement had been revised to include a reference to the Arizona Revised Statute that gives the library the authority to impose and collect fines. Regulation 2 allows customers to replace lost or damaged material with equivalent material, and 5 & 6 explain refunds for returning lost items, including amounts over \$50. Mrs. Walker asked for a motion to approve the Fines & Fees Policy. Ms. Schmidt so moved; Mr. Berry seconded. No vote was taken.

***Election of Library Advisory Board Chairman***

Mrs. Walker asked for the Nominating Committee's slate of nominees for the office of Chairman of the Board. David Berry was brought forth as the sole candidate for Chairman. Mrs. Walker called for a motion. Mrs. Lewis moved to elect David Berry as

Library Advisory Board Chairman. Ms. Schmidt seconded, and the vote was unanimous. His term will expire on December 31, 2005.

*Informational Items*

Ms. Hamilton invited the Library Board members to attend the Friends' Spirit of Literacy Breakfast on October 27 at Civic Center Library.

Ms. Schmidt asked if a coffee kiosk like the one at Mustang Library is being planned for Civic Center Library. Ms. Hamilton said it is being considered as part of a renovation project planned for Civic Center Library.

Ms. Schmidt asked about a proposed land donation from the Rawhide redevelopment project. Ms. Hamilton said that 3.5 acres of the former Rawhide property have been proposed for a library. The design phase would begin in July 2006, with opening scheduled in 2008.

Mrs. Walker asked Ms. Hamilton to extend thanks to the Friends Board on behalf of the Library Board for the 50<sup>th</sup> anniversary library calendars they received.

There being no further business, Ms. Walker called for a motion to adjourn. Ms. Schmidt so moved; Mrs. Lewis seconded and the meeting was adjourned at 4:38 p.m.

Respectfully submitted,

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Mary B. Warner, Administrative Secretary